

# FRESNO, CALIFORNIA

## CLASS SPECIFICATION

### ACCOUNTING CLERK

**FLSA STATUS:**

Non-Exempt

**CLASS SUMMARY:**

The Accounting Clerk is the first and entry level in a four level Fiscal Support series. Incumbents are responsible for performing routine data entry activities such as processing documents and preparing reports related to accounts payable, accounts receivable, and procurement and providing general accounting, administrative or customer service support. Incumbents may assist with ordering, general customer service, and routine correspondence.

Distinguishing characteristics within the class, based upon assignment are, at entry, responsibility for assisting with and learning how to perform the essential duties of the classification under close supervision. More senior positions are responsible for independently performing the essential duties of the classification.

The Accounting Clerk is distinguished from the Accounting Technician, which is responsible for performing journey level preparation and maintenance of complex financial, statistical, budgetary and payroll records involving posting and balancing.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

**FRE-  
QUENCY**

1.	Enters a variety of fiscally-related information into databases and/or spreadsheets; maintains fiscal records and files.	Daily 40%
2.	Prepares and maintains a variety of fiscal documents, records, reports, files, and related information.	Daily 25%
3.	Processes and routes a variety of payments, permits, billings, receivables, payables, fund transfers, payroll data, workers' compensation claims, performance measures, attendance records, journal entries, vouchers, and/or other related fiscal information, to include: receiving payments, issuing receipts, recording and posting receipts, balancing financial information, calculating late fees, preparing write-off and doubtful account adjustments, determining overtime, and/or performing other related activities	Daily 10%
4.	Performs general clerical duties, which may include: preparing routine correspondence and/or mailings; opening, sorting, and distributing mail; maintaining office supplies; filing; and/or, performing other related activities.	Daily 10%
5.	Responds to requests for information and/or inquiries related to accounts, policies, and/or other related information; performs research to provide accurate information.	Daily 5%

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<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)		<b>FRE- QUENCY</b>
6.	Monitors and maintains inventory and supplies to ensure efficient operations; initiates the replenishment of supplies and inventory.	Weekly 5%
7.	<del>Assists in gathering and/or preparing</del> routine reports that summarize data and information; reviews report information to verify accuracy and completeness prior to disseminating to appropriate individual(s).	Weekly 5%
8.	Performs other duties of a similar nature or level.	As Required

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**Training and Experience** (positions in this class typically require):

- High School Diploma, or GED, and one year experience with basic bookkeeping and operation of common office machines is required;
- or,
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (positions in this class typically require):

Some positions, based on assignment, may require:

- Certification and successful testing on 10-key calculator may be required.
- Valid California drivers license Class C.

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**Knowledge** (position requirements at entry):

Knowledge of:

- General bookkeeping;
- Office procedures, principles, practices and equipment;
- Practices and methods of cashiering;
- Applicable computer software packages;
- Data entry techniques;
- Mathematical concepts;
- Customer service policies, principles and practices.

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**Skills** (position requirements at entry):

Skill in:

- Performing basic mathematical calculations;
- Maintaining records;
- Performing routine accounting adjustments;
- Providing customer service;
- Performing data entry;
- Operating standard office equipment;
- Preparing routine reports;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Physical Requirements:**

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping and walking.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Note:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007